




**STATE OF HAWAII**  
DEPARTMENT OF HUMAN SERVICES  
HAWAII PUBLIC HOUSING AUTHORITY  
1002 NORTH SCHOOL STREET  
POST OFFICE BOX 17907  
Honolulu, Hawaii 96817

**BARBARA E. ARASHIRO**  
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:  
**09:CPO/465**

September 30, 2009

TO: Interested Parties

FROM: Rick T. Sogawa   
Acting Procurement Officer

SUBJECT: Information-For-Bids No. FMO-2009-27, Addendum No. 1  
Furnish Accounting Services to Assist the HPHA's Fiscal Management Office

This Addendum No. 1 revises the Scope of Work and Bid Form as follows:

1. Section III. Scope of Work, A., Service Activities, item 10, page 19, is **deleted**.  
*10. Assigns work to professionals and clerical staff in the section, and assures that deadlines are met; reassigns work within the section in case of heavy workloads.*
2. Section III. Scope of Work, A. Service Activities, items 13 – 15, are **deleted**.  
*13. Provides assistance to the Accountant V on personnel activities; conduct interviews, recommend staff selection, evaluate performance, and counsel staff as required.*  
*14. Prepares formal evaluation of employee performance, appraises employee performance, explains the basis of ratings, areas in which improvements are needed, and possible methods of achieving these improvements. Takes or recommends disciplinary actions when necessary.*  
*15. Schedules vacation leave to assure proper functioning of the unit; recommends approval for leaves of absences.*
3. Section IV. Bid Evaluation & Award, page 29, the following paragraph is **deleted**:  
*"The Contract may be extended, without the necessity of rebidding, at the same rates as proposed in the original bid, unless price adjustments are made and conditions are met as described in Section 2 Specifications of this IFB."*

4. Bid Form Attachment 2a **replaces** original Bid Form Attachment 2 issued on September 24, 2009. **Original Bid Form Attachment 2 will not be accepted.** See Attachment 2a.

If you have any questions, please call contact Rick Sogawa, IFB Coordinator at 832-6038. Thank you for your attention to this matter.



## IFB FMO-2009-27

### SEALED BID

Hawaii Public Housing Authority  
Contract and Procurement Office  
1002 North School Street, Bldg. D  
Honolulu, HI 96817

The undersigned has carefully read and understands the terms and conditions specified in the Sealed Invitation for Bid, Specifications and the General Conditions by reference made a part of this Bid and hereby submits the following offer to perform the work specified.

That the undersigned further understands and agrees that by submitting this Sealed Bid, 1) it is declaring its Bid is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: \_\_\_\_\_

Respectfully Submitted,

Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
*Legal Name of Offeror*

Fax No.: \_\_\_\_\_

Payment address, if other than street  
address at right:

\_\_\_\_\_  
*Authorized Signature (Original)*

\_\_\_\_\_  
Hawaii General Excise Tax Lic. I.D. No.:

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
Social Security or Federal I.D. No.:

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, Zip Code*

Offeror is: ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture

State of Incorporation: ☐ Hawaii \*☐ Other \_\_\_\_\_

\*If "other", is corporate seal available in Hawaii? ☐ Yes ☐ No

Bidder's Office  
Address: \_\_\_\_\_

Name of Person to Contract: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Insurance coverage to be provided by:

Commercial General Liability: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Workers Comp: \_\_\_\_\_

Automobile Insurance: \_\_\_\_\_

Signature of Offeror \_\_\_\_\_

	October 19, 2009 to October 18, 2010			Total Estimated Bid Price for the 12-month period (10/19/09 - 10/18/10)
	Estimated No. of Hours	Bid Price Per Hour	Total Estimated Bid Price	
1. Accountant III	1,984	x \$	= \$	\$
2. Accountant III	1,984	x \$	= \$	\$
3. Accountant III	1,984	x \$	= \$	\$
4. Accountant IV	1,984	x \$	= \$	\$
5. Fiscal Officer	1,984	x \$	= \$	\$
			TOTAL	\$

The low bid shall be determined based on the TOTAL bid price for the 12-month period.